

2015 Criteria and Guidelines for the Federal Energy and Water Management Awards

U.S. Department of Energy Federal Energy
Management Program

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1. OVERVIEW

The U.S. Department of Energy's Federal Energy Management Program (FEMP) works with key individuals to accomplish energy change within organizations, by bringing expertise from all levels of project and policy implementation, to enable federal agencies to meet energy-related goals and to provide energy leadership to the country.

FEMP, in conjunction with the Federal Interagency Energy Management Task Force, will present the 2015 Federal Energy and Water Management Awards (Federal Awards). The purpose of these awards is to recognize outstanding achievements in energy and water efficiency, renewable energy, and fleet management from within the federal government. FEMP will give awards in five categories. The categories are:

- A. Project Awards** for individuals or teams that are exemplary in their implementation of energy efficiency, water efficiency, renewable energy, and/or vehicle fleet management projects.
- B. Program Awards** for individuals or teams that implement and institutionalize effective management, policy, and strategy for energy, water, and/or fleet management.
- C. Attorney and Contracting Support Awards** for individuals or teams instrumental in supporting the award of energy performance contracts and/or making notable efforts to enhance procurement practices.
- D. Career Exceptional Service Awards** to individuals in recognition of extraordinary service to their agencies over their career (e.g. 10 or more years).
- E. FEMP Director's Award** for a team or individual with exceptional achievements in energy, water, and fleet management. This award is given at the discretion of the Director.

2. AWARD CATEGORY DEFINITIONS

- A. Project Award:** A project nomination must describe either a discrete activity or set of activities that directly resulted in measured energy or water savings, renewable energy production, or fleet efficiencies at a federal facility or campus in FY 2014. Nominations should describe projects that are particularly exceptional or innovative and go beyond "business as usual" measures. Projects may encompass, but are not limited to, installation of new technologies, renewable energy generation, process improvements, comprehensive system upgrades, sustainable green buildings, metering, or data centers. Agencies are strongly encouraged to nominate projects that include multiple types of sustainable energy, water, and fleet management, large scale projects, projects where replication is planned, projects using innovative technologies, and/or projects that show results due to non-traditional actions.
- B. Program Award:** A program nomination must describe an effective *management* approach that has led to successful institutionalization of energy and water efficiency, renewable energy, and/or fleet management efforts across a federal organization, region, or campus in FY 2014. Nominations should focus on the institutionalization of policies and strategies that clearly

contributed to meeting/exceeding the goals of E.O. 13514, E.O. 13423, the Energy Independence and Security Act of 2007, and/or other energy and water regulations. While nominations should focus on results achieved in (or through) FY 2014, sustained savings over time should also be included in program nominations if applicable. Programs may have been instituted prior to FY 2014. Examples include, but are not limited to, development and institutionalization of a top-down renewable energy strategy that resulted in an extraordinary production of renewable energy, institutionalization of a new set of fleet management practices that drastically decreased petroleum fuel use across an entire campus and were transferred to other locations, or implementation of a new comprehensive set of sustainable energy management policies that resulted in a region exceeding a number of its requirements.

- C. Attorney and Contracting Support Award:** This category will recognize key federal agency attorneys and/or contracting officers and staff who during FY 2014: were instrumental in the award of multiple energy performance contracts; implemented advanced solutions to overcoming performance contract barriers; or implemented notable procurement techniques for the purchase of green energy. Examples include individuals supporting multiple energy savings performance contract awards or individuals supporting the award of innovative renewable energy purchase agreements.
- D. Career Exceptional Service Award:** Nominees should be extraordinary individuals who have been directly responsible for creating and instituting innovative and effective federal agency programs, projects, or technologies and/or have otherwise significantly helped the agency meet its energy, water, and/or fleet management goals over their career (e.g. 10 or more years).
- E. FEMP Director's Award:** The FEMP Director, at his discretion, may award special citation(s) for unique contributions to federal energy management, water efficiency, fleet management, sustainable design, and/or use of renewable energy. No separate nomination is required.

3. ELIGIBILITY

- A.** Nominations under the Project and Attorney and Contracting Support categories should be submitted for efforts that were completed in FY 2014.
 - a. For the Project category, the effort also should have achieved first savings during FY 2014. Any project completed in FY 2014 with partial measured savings (or projected savings for newly constructed facilities) is eligible to compete.
 - b. For the Attorney and Contracting Support category, all support for the contract/procurement effort must have been completed during FY 2014, such as finalizing the contract agreement.
 - c. *To be fair to all potential nominees, efforts that were eligible for an award in a prior year are not eligible for a 2015 award and will be declined. Efforts that were/will be*

completed during FY 2015 are also ineligible; please defer your nomination until next year.

- B.** Nominations under the Program and Career Exceptional Service categories should focus on FY 2014 achievements and results, but may also consider past accomplishments as applicable.
- C.** Federal personnel or contractor operators (such as Department of Energy laboratory staff) of federal organizations, facilities, fleets, or mobility vehicles (ships or aircraft) may be nominated for any award category. Non-federal contributors may be nominated only as part of a team effort at a federal facility under the Project, Program, and Attorney and Contracting Support categories.
- a. For Project, Program, or Attorney and Contracting Support categories: Nominees under these categories may be individuals or teams of no more than five (5) individuals who each made significant and direct contributions to the achievements reflected in the nomination *or* who are representing the achievements of a larger team or the organization. For team nominations, at least one (1) nominee must be a federal or contractor operator employee.
- b. For the Career Exceptional Service category: This category is restricted to individual employees, for career-long contributions to an agency (e.g. 10 or more years). Nominees may be only federal or contractor operator employees, and must be directly responsible for the achievement(s) reflected in the nomination.
- D.** FEMP is looking for new efforts that have the potential to be the first of many, not those that already have been recognized in past years. An individual or team who won a Federal Energy and Water Management award in the past is not eligible to win an award in 2015 *for the same achievement at the same location*. However, that individual or team is eligible to win an award for a new effort/category, provided the nomination meets all other eligibility requirements.

4. INSTRUCTIONS FOR SUBMISSIONS

- A. Nomination Components:** Each nomination must include the following information entered directly into the on-line system:

Basic Information	Nomination name, agency, and the state where the nominee is located or where the project or program was implemented
Summary	Type a summary of the nomination directly into the on-line form. In <i>approximately</i> 200 words, highlight the significance of the achievement. This may include investment costs, energy/water saved and/or renewable energy produced as a result of the achievement, use of innovative methods or new processes, institutionalization, and future potential for savings or scale-up. <i>Note: the summary cannot substitute for the written narrative.</i>

Award Category	Choose a category: Project, Program, Attorney and Contracting Support, or Career Exceptional Service.
Nominee Contact Information	Provide the name, title, mailing address, e-mail address, and telephone numbers for the nominee(s). For Project, Program, or Attorney and Contracting Support nominations, also select how you would like the nominee(s) names to appear on award documentation.
Savings Data	<p>Include ALL savings data as appropriate to support the nomination category and aid the evaluation process. One or more of the following is required for <u>Project and Program</u> nominations: total energy/water/fuel costs and Btu and/or gallons saved or amount of renewable energy produced in FY 2014 as compared to the previous year. As applicable, please also include energy, water, fuel, and cost savings as compared to the relevant mandate baseline years. As available, please also include project investment costs and expected payback years, projected life cycle cost savings, life cycle energy savings, and/or life cycle renewable energy, and an estimate of annual avoided greenhouse gas emissions that resulted from the project in FY 2014. <i>The online nomination system will not allow applicable nominations to be submitted if required data is not entered into the data table.</i></p> <p>This data is not required for Attorney and Contracting Support or Career Exceptional Service nominations, however it is strongly recommended to include FY 2014 data when available to assist in evaluation.</p>
Best Practices	Identify 3-5 best practices demonstrated in the nomination. Categorize each identified best practice by technology, process, or procurement and describe why this action should be recognized as a best practice. Best practices identified could describe use of specific technologies or process steps that lead to the program or project's success.
Written Narrative	Upload a written narrative of the accomplishment and up to five (5) additional optional attachments. This is the most important part of the nomination package and should clearly address all the evaluation criteria for the respective award. Please see 4.B. for instructions and Section 6 for the criteria required for each award category.

B. Instructions for the Written Narrative

All nominations **must** contain written narratives **not to exceed four single-spaced pages** using a minimum of 11 point font (additional pages will be discarded prior to panel evaluation).

The narrative should describe the activities and accomplishments of the team or individual during FY 2014. It should address all criteria relevant to the nomination category, including quantifiable data on costs and savings achieved during FY 2014 from the prior year, progress towards goals, barriers overcome, evidence of changed processes and behaviors, new and synergistic paths toward sustainability, and other relevant implementation and management successes.

See Section 6 for more detail on specific criteria that apply to your nomination. **It is strongly encouraged that applicants organize narratives according to the applicable criteria so that all required information is addressed.**

Limited supplemental materials (up to five additional optional attachments) such as short videos showcasing the project, photographs, data, or other relevant documentation may be appended if they directly illustrate the impact of the project. Photos and videos may be used as part of FEMP's outreach to highlight the winners or in other FEMP publications.

Supplemental materials do not count toward the four page limit.

5. SELECTION PROCESS

A panel of evaluators will review and score nominations. As part of the narrative, please include detailed information for **each** applicable award criterion. In scoring the nominations, the evaluators will score the nominations on all applicable criteria listed in Section 6. Each criterion will be scored between 0 (no information or explanation provided) and 10 (maximum score).

6. SELECTION CRITERIA DEFINITIONS AND NARRATIVE GUIDANCE

Project Award

A. **Details:** Provide a clear summary of the nominated effort(s).

Include the steps taken, technologies/best management practices employed, and methods used to reduce energy and/or water consumption, increase renewable energy use, and/or reduce fleet petroleum use for all applicable efforts completed during FY 2014. Discuss if/how the nominated project(s) uses multiple strategies for sustainable energy management and reducing greenhouse gases; if future projects of the same type are planned; and/or potential for scale-up.

B. **Savings:** *Note this criterion carries a scoring weight of 2x. If data on savings estimates are not available, the nomination should provide a thorough explanation.*

Nominations are required to include all comparable and quantifiable data showing applicable savings achieved by project(s) completed in FY 2014¹ while enhancing facilities and operations or business practices.

- a. **Energy Efficiency and/or Water Efficiency:** Include the **investment cost of the project** (including payback years), **cost savings** (or potential cost savings) resulting from the project, and the amount of **energy and/or water saved** as a result of the project. For energy or water savings, please include the absolute quantity, percentage when compared to the previous fiscal year, percentage when compared to the respective baseline, and lifecycle savings. (Evaluators measure cost effectiveness of the investment by the ratio of savings to investment. The measured savings from FY 2014 will be used to verify the estimates of lifecycle savings.).
 - b. **Renewable Energy:** Include total Btu or MWH generated by renewable energy (displacing Btu generated by fossil fuels) and estimated lifecycle renewable energy production. Also include renewable energy use as a percentage of facility or site electricity use.
 - c. **Vehicle Fleet Management:** Include decreased use of petroleum and increased use of alternative fuels in fleet vehicles as a percentage when compared to the previous fiscal year and compared to FY 2005 (baseline).
- C. Environmental/Other Benefits:** Discuss and provide data demonstrating how the nominated effort contributes to improved outdoor water and/or air quality and reduced greenhouse gas emissions. Describe any other environmental benefits, which may include strategies/technologies employed to reduce stormwater runoff and discharges of polluted water offsite, enhance indoor air quality, and reduce environmental impact of materials. Also include descriptions of ancillary benefits such as increased comfort, convenience, team-building, or workflow. Describe if/how the project makes it easier to accomplish the organizational mission, enhances the functioning of the organization, and improves work processes.
- D. Institutionalization:** Show how the team has institutionalized or will institutionalize the effort by describing how energy or resource savings are built into the way work is conducted (e.g. have become standards of practice) and thus sustained over time. Discuss efforts to ensure the effort is designed to have a lasting impact on the organization, demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets or elsewhere in your agency. Discuss whether any steps must be taken to maintain the achievements. If so, discuss whether these steps are being implemented and institutionalized. If available, include documentation of individual or organizational behavior change. Evidence may include describing who changed, what they changed, and how they achieved the change. Also describe any reinforcements provided to encourage and maintain the changes in behavior.

¹ Only projects that were completed or first accrued savings in FY 2014 are eligible. Savings that began prior to FY 2014 (or projects that did not yet accrue savings in FY 2014) are not eligible.

E. Transferability: *Note this criterion carries a scoring weight of 2x.*

Discuss if an effort of this type has already been duplicated or adopted elsewhere, e.g. to other government agencies or the private sector. If not, describe any efforts currently underway to transfer knowledge or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency or at another agency.

F. Innovative New Technologies/Unique Operations and Processes: *Note this criterion carries a scoring weight of 2x.*

Discuss the extent to which the effort incorporated innovative or improved strategies and tools to meet energy management goals. This may include the use of new and underutilized energy efficient and renewable energy technologies and/or practices in lieu of commercially available technologies and/or standard practices. Also include descriptions of innovations in operations and processes, success using non-traditional actions, interagency coordination, as well as any unique or interesting aspects of the project or program that make it exemplary. These aspects may include a varied combination of strategies or tools that helped the project come to fruition or achieve more effective results.

Program Award

- A. Details:** Describe the nominated program, including pertinent policies, strategies, best practices, and management approaches put in place, as well as any related projects and practices implemented in FY 2014 as part of the overall program effort. Include information about how the program connects to the agency mission and how the nominee(s) achieved “buy-in” from leadership to realize success.
- B. Savings/Results:** Discuss the program’s success in terms of progress toward achieving any applicable quantifiable goals of Executive Orders 13514 and 13423 and/or other energy and water regulations, especially savings from innovative, integrated measures. Please include FY 2014 energy, water, and/or petroleum reductions and costs savings from baseline years as well as the previous fiscal year, noting sustained savings over time as applicable.
- C. Organization and Management:** Discuss how the program has affected the organization’s structure, plans, processes, resources, etc. to achieve the savings/results above. Describe how energy or resource savings are built into the way work is conducted (e.g. have become standards of practice), and thus sustained over time. Discuss efforts to ensure the program is designed to have a lasting impact on the organization, demonstrate leadership in fostering the promotion of energy, water, and fleet management, and to expand the savings to other facilities/fleets or elsewhere in your agency. Discuss whether any steps must be taken to maintain the achievements. If so, discuss whether these steps are being implemented and institutionalized. Also describe how the organization’s leadership provides support to help the program succeed, and provide examples of strong commitment from all levels of the organization.

- D. Technical Expertise and Knowledge:** Describe the technical capabilities demonstrated by the program, which may include the program's access to expertise, opportunities, and resources; team diversity; and/or sound analytical processes. Describe how the program helps to promote continuous learning.
- E. Employee Engagement:** Discuss examples of the program's communications strategies, and how they help to keep employees aware and engaged in the overall program efforts. How does the program incentivize or recognize significant achievements of team members toward meeting important energy/water management milestones? If available, include documentation of individual or organizational behavior change.
- F. Can-Do Savvy:** Discuss how the nominated program has helped to overcome any barriers/challenges to achieving the organization's energy/water management goals, including formulating new partnerships, changing business models, applying new strategies, or using innovative technologies or new processes.

Attorney and Contracting Support Award

Explain how the nominated individual or team demonstrated excellence in supporting the award of multiple performance contracts (e.g., energy savings performance contracts, utility energy service contracts, energy savings contracts, power purchase agreements, enhanced use lease agreements, privatization, other) and/or implementation of innovative approaches to green energy procurement during FY 2014.

Please include:

- A.** Details of the nominated contracting/procurement accomplishment. Include an overview of how the nominee(s) enabled the implementation of contract awards/green procurement at the facility/agency, as well as details about the contract/procurement itself. Please note any available quantifiable savings achieved by the accomplishments in FY 2014. If savings did not yet accrue in FY 2014 for contract/procurement efforts completed in FY 2014, nominations should include any savings estimates and/or progress of the overall effort toward achieving other applicable quantifiable goals of Executive Orders 13514 and 13423 and/or other energy and water regulations.
- B.** Discussion of how the nominee(s) has institutionalized (or will institutionalize) the accomplishments to become standards of practice for the organization. Also discuss how the accomplishments have been duplicated or adopted elsewhere or, if not, any efforts currently underway to transfer knowledge or best practices to another building, project, or program, or the potential to transfer knowledge or best practices to other sites within your agency or at another agency.
- C.** Descriptions of new/innovative tools, strategies, and/or processes demonstrated by the nominee(s) in support of the contract award/green procurement.

Career Exceptional Service Award

Explain how the individual over his or her career with the agency proactively created and institutionalized innovative and effective energy efficiency, water conservation, or fleet management programs, projects, or technologies; increased the use of renewable energy; promoted sustainable, whole building/campus design; or in other ways played a major role in helping the agency meet or exceed its energy management goals. *Nominations must focus on career-long efforts over a significant period of service to the agency (e.g. 10 or more years).*

Please summarize accomplishments and describe the **extent to which the nominee**:

- A. Demonstrated leadership and commitment to set the standard followed by staff in working towards sustainability;
- B. Enabled the implementation and institutionalization of projects at the facility/agency;
- C. Used innovative tools and strategies to meet the agency's energy, water, and/or fleet management goals;
- D. Facilitated activities such as education, training, and other outreach designed to promote new workplace behaviors (institutional or individual).

FEMP Director's Award

At the discretion of the FEMP Director, a special citation(s) may be given to any team or individual that made a significant contribution to energy management, water efficiency, fleet management, sustainable design, and/or use of renewable energy, or enhanced the federal government's efforts to achieve substantial savings through special circumstances. **No separate nomination is needed.**

7. SUBMISSION INSTRUCTIONS AND DEADLINES

Any civilian or military employee, or employees of private sector organizations, such as utilities, energy service companies, and industrial companies and associations, may nominate a Federal team or Federal employee (see Section 3C for eligibility).

A. Submitting Nominations On-Line

Note: FEMP will begin accepting nominations through its online system on or before February 18, 2015.

Nominations must be submitted via FEMP's on-line nomination system at <https://www.eisa-432-cts.eere.energy.gov/fempcentral/Awards/welcome.aspx> to be accepted for evaluation. To get started, you will need to log in with your old user account or create a new user account. If you submitted nominations in the past but cannot remember your user name or password, contact FEMP_Communications@ee.doe.gov.

B. Required Approvals and Due Dates

All nominators must complete and submit final nominations into the system for review by close of business **April 30, 2015**. Any new nominations received into the system after this date will not be accepted.²

All submitted nominations must be approved by the [Agency Coordinator](#) before they are officially submitted to FEMP for evaluation. Agency Coordinators are responsible for vetting and verifying claims made in the nominations as well as for reviewing and approving or declining each nomination. *FEMP will provide separate guidance to Agency Coordinators on reviewing and approving submitted nominations.* A nomination must be submitted to the on-line system and approved by the Agency Coordinator by FEMP's approval deadline or it will not be considered for award.

Each civilian agency and each major service within the Department of Defense (Defense Logistics Agency, Army, Navy, Air Force, Marine Corps, and other Defense Agencies collectively) may submit up to 15 nominations for Federal Awards. If an agency receives more than 15 nominations, the Agency Coordinator is responsible for selecting the final 15 nominations submitted to FEMP for evaluation.

Please note some agencies establish earlier internal processes and deadlines to select their final nominations. FEMP strongly recommends you contact your [Agency Coordinator](#) in advance to confirm internal agency deadlines. To find your Agency Coordinator visit <http://energy.gov/eere/femp/agency-energy-coordinators-award-nominations>.

8. WINNER ANNOUNCEMENT AND PRESENTATION

FEMP plans to announce the Federal Award winners in July 2015. Awards will be presented to winners at a ceremony in Washington D.C. later in the calendar year. Specific plans for the 2015 presentation have not yet been determined. For updates, please check the FEMP website at <http://energy.gov/eere/femp/federal-energy-and-water-management-awards>.

FEMP will highlight award winners in various Department of Energy and FEMP outreach activities. Examples of outreach may include, but are not limited to, posters, website features, social media, blog posts, newsletter articles, case studies, or technical journal articles. FEMP also is interested in collecting short two to five minute videos from winners that highlight the individuals, technologies, project/program benefits, and the coordination required to complete the efforts. FEMP may contact award winners directly for additional information.

For more information please contact FEMP_Communications@ee.doe.gov.

² Limited exceptions may be made for Agency Coordinators only. Agency Coordinators should contact FEMP_Communications@ee.doe.gov for guidance.

APPENDIX: GLOSSARY

Energy Efficiency involves the reduction in facility energy use and/or costs based on identifying and implementing innovative energy conservation techniques.

Fiscal Year represents the government fiscal year, which begins on October 1 and ends on September 30 of the following year. All nominations being submitted for a 2015 award must involve activities that took place in fiscal year 2014, which began on October 1, 2013 and ended on September 30, 2014.

Green Procurement/Purchasing (or the purchase or supply of energy efficient or water conserving products) involves specifying, acquiring, or supplying to other agencies products that are energy efficient, water conserving, or associated with green power purchases.

Innovative Technologies are new and underutilized technologies used in lieu of a conventional energy technology to reduce conventional energy or water costs, and are defined as technologies that have been commercially available for fewer than three years or those technologies that have not significantly penetrated the Federal market.

Renewable Energy: Defined by the Energy Policy Act of 2005 as "electric energy generated from solar, wind, biomass, landfill gas, ocean (including tidal, wave, current, and thermal), geothermal, municipal solid waste, or new hydroelectric generation capacity achieved from increased efficiency or additions of new capacity at an existing hydroelectric project." It involves the implementation of renewable energy technologies or design concepts (such as principles of solar design) to substitute for or minimize the use of nonrenewable energy sources.

Sustainable Design: Facility or campus-wide projects that apply the five *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings*: employing integrated design, optimizing energy performance, protecting and conserving water, enhancing indoor environmental quality, and reducing the environmental impact of materials.

Transferability involves the extent to which the technologies, best practices, applications or strategies used at one facility can be used at other facilities.

Vehicle Fleet Management involves reducing a Federal fleet's total consumption of petroleum fuel and increasing the fleet's total non-petroleum-based fuel consumption. This could include increasing the use of alternative fuel, increasing fleet efficiency, or other management options.

Water Efficiency involves the reduction in water use intensity or cost at Federal facilities by initiating water projects and effective best management practices including, but not limited to, plumbing fixture retrofits, water reuse and recycling programs, and awareness programs. This also includes landscape practices that utilize techniques that complement and enhance the local environment.

U.S. DEPARTMENT OF
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Energy Efficiency &
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For more information, visit:

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